



Transport Education Training Authority

Driven by Vision

COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

SCHEDULE 20 - COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS

1. MANDATORY REQUIREMENTS – STAGE 1 EVALUATION

Bidders who fail to meet and of the following mandatory requirements will be disqualified at Pre-Compliance Phase:

NB. Tick with “X” if you comply / not comply / Not Applicable

Criterion	Requirement	Comply	Not Comply	Not Applicable
Invitation to bid (SBD 1)	The form must be completed and signed electronically or in permanent ink.			
Bid submission	- Bid documents must be completed in full and all declarations of interest must be signed. For JV or consortium all declarations must be signed by all parties. Only one (1) original copy must be submitted, signed by an authorised representative (s).			
Pricing / Costing Schedule	The bidder must fully complete Pricing Proposal /Costing Schedule no.19 and SBD3.3 form (Schedule no.18) electronically or in black ink.			
Declaration of Interest (SBD 4)	The bidder must fully complete and sign the Declaration of interest form. For JV or consortium all parties must complete and sign this declaration, per company.			
SARS Pin / CSD Supplier Number	- The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs. - If a SARS Pin is not submitted provide CSD Supplier Number. In a case of a JV, all companies’ Tax Clearance Certificates or SARS pins must be submitted			

Criterion	Requirement	Comply	Not Comply	Not Applicable
Briefing Session	- A compulsory briefing session will be scheduled through a video conferencing facility. Details will be shared accordingly. NB. Service providers who fail to attend the compulsory briefing session will be disqualified from the bidding process.			
Central Supplier Database <u>Registration</u>	The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof)			
Company Experience	- The company must have a minimum of three (3) years' experience in event management: NB. Complete the Company Experience Schedule and this experience will be validated against the references furnished below In case of Joint-Venture, the companies must have a combined experience of at least three (3) years in the provision of end-to-end event management solutions, including but not limited to event conceptualisation, venue sourcing, logistics coordination, technical support, branding and décor, stakeholder management, catering coordination, protocol support, travel and accommodation arrangements where required, and post-event reporting.			
Reference letters from current or previous clients	- The company must submit a minimum of three (3) references letters from current or previous clients, clearly demonstrating that they have successfully hosted and manage event management services. NB: Please complete the Experience Schedule of the bid document. - The Reference Letter/s must be signed and in the letterhead of the institution previously serviced.			

Criterion	Requirement	Comply	Not Comply	Not Applicable
Experience of the Project Team	Lead Event Manager: The Lead Project Manager must have a minimum of 3 years' in overseeing the execution of an event on-site, managing teams, and ensuring smooth operations while maintaining high standards of safety, logistics, and attendee experience. Event Specialist Must have at least 3 years' experience in planning, coordinating, and executing events, managing logistics, vendors, budgets, and ensuring a seamless experience from start to finish. PR Specialist The specialist must have at least 3 years' experience in effective management of an organisation's public image and reputation. Additionally, must be skilled in the following: - Crafting and distributing press releases and media advisories - Managing media relations - Crisis management - Organising and coordinating events - Utilising social media platforms - Developing engaging social media strategies NB. The Experience of the human resources must be reflected in their respective CVs. Further to the CV please complete the Experience Schedule of the bid document.			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	The names of the Lead Project Manager, the Event Specialist and PR Practitioner /Specialist to be used for this contract must be specified in the proposal. Please note that the required resources MUST be part of the contract until its completion (i.e. in case a resource leaves the employ of the appointed provider, a replacement with the same qualification and required skills and experience must be made immediately).			

NB: All bidders who pass the Pre-Compliance Evaluation will be further evaluated on Quality Evaluation.